

F&A QUARTERLY NEWS

DIVISION OF FINANCE & ADMINISTRATION

The Division of Finance & Administration has developed a newsletter, F&A Quarterly News to provide useful information to the College community, as well as to advise of divisional highlights and upcoming major projects. We hope you find the information useful and informative. Your feedback and questions are welcome and should be addressed to: financeandadministration@csi.cuny.edu

NEWS YOU CAN USE

PUBLIC SAFETY



Public Safety Advisories

As we embark on another academic year, the Office of Public Safety wants to remind our Campus Community of the importance of Emergency Preparedness. Safety at home and on Campus is of paramount importance.

For campus safety, we ask that you take the time to review the College's Emergency Procedure Guide at <http://www.csi.cuny.edu/publicsafety/EmergencyProcedureGuide.pdf>.

The Emergency Procedure Guide provides guidance on planning for and responding to all imaginable incidents that may occur on Campus.

September is designated as National Preparedness Month, but we should be prepared at all times. Plan for safety at home by going to <http://www.ready.gov/september> for guidance and assistance in making your personal home emergency plan. The information provided here will assist in planning for many of the most common emergencies including floods, hurricanes and power outages.

Campus Planning & Facilities

Roof Repair

After a slight delay, work has begun to replace the flat roofs on the Campus Center, Performing Arts Center, and Library. The completed first phase of this work has been the installation of site safety, sidewalk sheds and safety fences surrounding all areas of the affected buildings. These safety measures will remain in place for the duration of the project.

Work is expected to be completed by late-Fall 2015. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation while these much needed repairs are made to our buildings.

The Campus Planning and Facilities Department will update its website to keep the College Community abreast of all the ongoing and upcoming projects.

FOR YOUR INFORMATION

CAMPUS PLANNING & FACILITIES (continues)

Projects

The Office of Campus Planning and Facilities is pleased to announce our updated website exhibiting all completed and on-going projects on the campus. We have provided an interactive map which, by clicking on each building, you can view the ongoing project.

In addition the website illustrates colored photos of all completed projects. Campus Planning is extremely proud of the Wooded Park Site Improvements Project. The College has plans to re-use the salvageable logs and convert them into benches, embracing sustainability and creating an environmentally

friendly campus footprint. Other projects include replacing the roofs in Buildings 1P, 1C, and 1L with new flat roofs. The work is expected to be completed by late Fall.

The Office of Campus Planning and Facilities is committed to ensuring the safety of our campus, securing each building, the roadways, and sidewalks with either upgrading, replacing and/or installing new designs which are crucial for our College Staff, Faculty and Students. The website can be accessed on the following link: <http://www.csi.cuny.edu/administration/finance/cpfm/>

OPERATIONAL SERVICE

Campus Transportation

Beginning with the start of the Fall 2015 semester a valid DolphinCard with the Transportation Access Code (TAC) programmed onto the card will be required for all **students, faculty and staff** to utilize the College's bus services. Students enrolled for the Fall semester will automatically have their cards upgraded to include the TAC. Faculty & staff who wish to ride the buses will be required to pay the same fee all students are paying. The Transportation Fee for the fall and spring is \$40 per semester and \$10 for each of the two summer sessions.

Faculty and **staff** who wish to ride the Ferry Shuttle and/or the Loop Bus can do so by remitting the fee to the Office of Parking & DolphinCard Services. This can be done by visiting the Parking and DolphinCard Services Office in 3A-106 during business hours, or by clicking the following link to pay for this service and

NEWS YOU CAN USE (continues)

have it added to your profile:

<https://csi-sp.blackboard.com/eAccounts/AnonymousHome.aspx>

Enter your College FLAS log in, deposit the appropriate fee, and follow the directions to complete the transaction.

DolphinCard holders with the Transportation Access Code will be allowed one guest (defined as either a non-member of the student body, faculty or staff) per ride by swiping their DolphinCard twice.

Guests not accompanied by a member of the College community will be permitted access by contacting the Office of Operational Services and requesting a Visitor Bus Pass that must be printed and presented to the driver when boarding the bus. At least 24 hours advance notice is recommended.

FOR YOUR INFORMATION

CENTER FOR THE ARTS

The CFA is celebrating its 20th Anniversary and has some fan favorites as well as new shows for the 2015-2016 Season. The fall performances will include singer, Michael Amante, and Goodnight Moon and The Runaway Bunny. A Christmas Carol, a holiday favorite, is scheduled for December. Another children's show, Moon Mouse, will perform in February, and comedian Nick DiPaolo and Cirque Ziva Acrobats will help you get through the last days of winter. The season will wrap up with Nils Lofgren (E Street Band), 'The Lovin' Spoonful and Patti LuPone in April. The full schedule is posted on the Center for the Arts website – get your tickets before they are sold out!

DOLPHIN COVE

Gabriela Donato has joined the staff of Dolphin Cove as the new Resident Director. Originally from Brooklyn, NY, Gaby was a resident assistant while attending the State University of New York-Oneonta for her Bachelor's Degree in Gerontology and Spanish prior to her arrival at Dolphin Cove. She comes to our campus with three years of experience providing housing and residence life services to students in a campus apartment-style living community. Gaby was highly involved on campus as a student, a member of the National Residence Hall Honorary, the Sigma Gamma Phi Sorority Community Service Chair, and advisor to the Residence Hall Council. Gaby's most recent focus is to promote student engagement through recruitment for the Dolphin Cove Residence Hall Association. She has also been vital to addressing student roommate conflicts and mediating these concerns. Please welcome Gaby to the CSI community!

FOR YOUR INFORMATION (continues)

DESIGN SERVICES

In an effort to increase summer enrollment the Office of Design Services was charged with developing promotional material for use on floor decals, light pole banners and floor to ceiling window decals. The Summer BOGO (buy one/get one) campaign was released in the Spring and 927 students signed up to take two summer classes.

The success of this project demonstrates the benefit and the value of consulting with our in-house designers as project partners. If you have a program that you would like to promote, contact the Office of Design Services at Ext. 2266 and let the professionals help you to achieve success.



STAFF FEATURE Do you know MaryJeanne Hennessey?

Mary-Jeanne began her career at the College in 2001 in the Office of Parking Services; she became the Director of Parking Services in 2002. In 2013, the Office of Parking Services expanded its service and took over the responsibility of issuing College ID cards and the administration of resident student meal plans and Dolphin dollars. With these expanded responsibilities, the Office of Parking Services changed its name to the Office of Parking and DolphinCard Services.

Mary-Jeanne was instrumental in facilitating the implementation and installation of card readers on the College's buses. Additionally, she is currently involved in the development of the College's conference services center.

On the personal side, Mary-Jeanne has an MPA in Public Policy from Baruch College, she has been married to Brian Hennessey for 33 years, and they have two sons. Mary-Jeanne is a health advocate for essential oils and natural products and recently became a certified yoga instructor. When she is not hard at work at the College, she teaches Yoga at the College and at the Broadway YMCA.

